



AOC LAW CLERK II

Characteristics of Work

This is professional work involving the performance of legal research for the Mississippi State Supreme Court. Work entails reviewing appeal case files for proper legal procedure, admissibility of evidence, and merits of the case. Incumbent exercises initiative and judgement in the conduct of all duties performed. Supervision is received from a Mississippi State Supreme Court Justice.

Examples of Work

The following are examples of work performed for positions in this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each individual agency.

Reviews records of cases presented to the Court in order to present appropriate legal interpretations and opinions.

Studies previous case histories, Attorney General's opinions, related rulings from the United States Supreme Court and other authorities of legal precedent in order to formulate well-reasoned recommendations.

Prepares memoranda summarizing the facts of each case reviewed, delineating contentions that the trial court erred in certain particulars, the authorities relied upon to support the claim of error, and the counterclaim that the particular act was not error.

Verifies citations and quotations from authorities referenced in draft opinions to ensure accuracy thereof after a case has been considered by the Court.

Related or similar duties are performed as required or assigned.

Minimum Requirements

A Juris Doctor from an American Bar Association (ABA) accredited school of law.

(Minimum requirements for Research Assistants for the Mississippi State Supreme Court are established in accordance with the provisions of Mississippi Code Annotated, Section 9-3-27.)